

Comptroller's Directive No. 1-05
Attachment HE-1
Contact Survey

Purpose	This attachment will provide DOA with the institution contact information. This is similar to prior year Attachment HE-1.
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Applicable institutions	All institutions must complete this attachment.
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Due date	August 4, 2005
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Submission requirements	<p>Contact DOA if the institution has any problems with the files.</p> <p><u>After downloading the excel file, rename the file using the institution's acronym followed by Attachment HE-1.</u> For example, VCCS should rename the Attachment HE-1.xls file as VCCS Attachment HE-1.xls.</p>
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Submit the excel file electronically to finrept@doa.virginia.gov.

Copy APA via E-mail to APAFinRept@apa.virginia.gov.

Do **not** submit paper copies of this spreadsheet.

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